

Register in the Knowledge Center

The Commonwealth of Virginia's Knowledge Center (COVKC) is a Web-based application that delivers self-study training topics to your desktop, as well as tracks your progress through the training. To access the COVKC, you need to navigate to the appropriate Web site and register as a new user.

Access the COVKC

- Step 1.** Open your Internet browser (such as *Internet Explorer*, *Netscape*, *AOL*, etc.).
- Step 2.** In the **Address** line, enter the COVKC Web site address (<https://covkc.virginia.gov> or the Web address of the specific agency with which you need to take training) in the **Address** line and press the **Enter** key on your keyboard. The *Knowledge Center Login Page* opens.

Register in the COVKC

This registration process needs only to take place once. After registering in the COVKC the first time, you will use the unique login ID and password combination that you create to access the site in the future.

To register in the COVKC:

- Step 1.** Click one of the **Register** links on the Knowledge Center Login Page. The *State Employee* window opens.
- Step 2.** Select the **I am a state employee, entering the site for the first time** option.
- Step 3.** Click the **Submit** button. The *Registration* window opens.
- Step 4.** Enter your **First Name**, **Last Name**, and **Date Of Birth** (in MM/DD/YYYY format) in the appropriate fields.
Note: Make sure to enter your name as it appears on your paycheck or in Payline; do not use abbreviations or nicknames.
Note: It is not recommended that you enter middle initial during registration as this can cause a problem in locating your personnel records.
- Step 5.** Enter the last four numbers of your Social Security Number (SSN) in the **Last four digits of SSN** field.
- Step 6.** Select **Classified** or **Wage** (as appropriate for your employment type) from the **Classification** drop-down list.
- Step 7.** Select your agency's name from the **Root Organization** drop-down list.
Note: If your agency is not listed, please select the **State Agency Not Listed** option to continue.

- Step 8.** Click the **Submit** button. The *Registration Verification* window opens and lists your employee information as maintained by Human Resources.
Note: If your employee information is not displayed (or if the Non-PMIS State User Registration form opens), you have not registered correctly. Please return to the Registration screen by clicking the **Back** button on your Internet toolbar and re-enter your name and birth date, making sure not to use abbreviations or nicknames.
Note: Any employee information changes (i.e., name, address, telephone number, e-mail address, and manager name and e-mail address corrections) should be sent to your Human Resources Office.
- Step 9.** Click the **Submit** button. The *Login* window opens.
- Step 10.** Enter a unique **Login ID** that you will use to access the COVKC.
- Step 11.** Enter a unique **Password**.
Note: Your password must be at least 6 characters and contain at least 3 of the following: uppercase letters, lowercase letters, numbers (0-9), and special characters (such as =-/,',-*!@#\$%^&*()). An example of an acceptable password is **Training1**.
- Step 12.** Re-enter your unique password in the **Confirm Password** field.
- Step 13.** Click the **Submit** button. The *Registration Confirmation* window opens.
- Step 14.** Click the **Commonwealth of Virginia Knowledge Center** link.
- Step 15.** Enter your new **Login ID**, **Password**, and click the **Submit** button. The *Knowledge Center Home Page* opens.
Note: Make sure to write down your **Login ID** and **Password**, as you will need this information to login to the COVKC in the future.

*For questions or problems during the registration process, contact your agency's Site Administrator (or the State Knowledge Center Administrator at covkadmin@dhrm.virginia.gov).